



## 2.0 Patient Portal-Sending, Importing and Viewing CCD Information

Secure messages are sent to the portal to alert patients that there is a message available for viewing about their PHR. This message does not contain clinical data.

The patient must log on to the secure patient portal with their ID and password to access the lab results from their CCD.

Step #1. Step #1: Go to 'My Patient Page'

Step #2. Select "Personal Health Records"

Step #3. Select "View all Messages"

[You will see a message with Subject as 'New Document Import'.]

Step #4. Select "Documents" You will see a list of all the documents. Select the document that was recently received.

**Documents**

This page lists all the Inbox attachments that you accepted from health care providers. You may add all or part of the contents of these documents to your Personal Health Record. Simply open a document, select the content items you want, and click the **Import** button. You may also save a document to a location on your computer.

<u>From</u>	<u>Documents</u>	<u>Date Recieved</u>	<u>Size</u>	<u>Type</u>
. System Manage...	17 October, 2011	17 October, 2011	93.1 KB	XML
. System Manage...	17 October, 2011	17 October, 2011	96.89 KB	XML
Administrator D...	17 October, 2011	17 October, 2011	89.2 KB	XML
Administrator D...	13 October, 2011	13 October, 2011	89.2 KB	XML
. System Manage...	7 October, 2011	7 October, 2011	88.08 KB	XML
MD/FAAFP Daniel...	7 October, 2011	7 October, 2011	86.23 KB	XML
	CCR Document	29 September, 2011	6.58 KB	XML

Step #5. Select the document or CCD you wish to import. You can click "View" to open the document before importing it.

Step #6. Click the "Accept" option. The attachment shows in the form of a paper clip. When you accept the attachment, it will be moved to your "Documents" page. This is where you can review and add its contents to your PHR.

Step #7. Select all the required options ('Items to Import') and click on 'Import'.

# Personal Health Record



## Import Your Health Information

Please select which items you would like to import into your Personal Health Record. Click on the item to see the full details.

<input checked="" type="checkbox"/>	Items to Import
<input type="checkbox"/>	Demographic Information
<input checked="" type="checkbox"/>	Problems
<input checked="" type="checkbox"/>	Medication
<input checked="" type="checkbox"/>	Allergies and Adverse Reactions
<input checked="" type="checkbox"/>	Procedures
<input type="checkbox"/>	Family History
<input type="checkbox"/>	Vital Signs
<input checked="" type="checkbox"/>	Results
<input type="checkbox"/>	Advance Directives
<input type="button" value="Import"/>	

Step# 8: You will now receive a message with Subject as 'CCD Import'. The patient can save it to their pc. Go back to 'Home' → 'View All Messages'

## Messages

This page lists messages from your health care providers. If a message contains an attachment, you may click [View](#) to open it and select an "accept" option. When you accept an attachment, it will be moved to your Documents page, where you can review and add its contents to your Personal Health Record.

Inbox Trash

 	To Patient	From	Subject	Date/Time
 	SNOW WHITE	- System Manager ...	CCD Import	10/17/2011 01:47 PM EDT
 	SNOW WHITE	- System Manager ...	New Document Import	10/17/2011 01:26 PM EDT